

EWP

COURSE 2 INSTRUCTIONS

- In order to facilitate this course, you will need enough background in EWP to discuss the five elements and discuss how EWP is currently being implemented DOE-wide.
- Start on time and take a 10 minute break when necessary.
- The lesson plan outlines several places where short discussions should take place and how long those discussions should last. This is a suggested time. Take as much or as little time as necessary to complete a meaningful discussion on the topic. If you take too little time in discussion, the class may feel rushed or confused. If you take too much time, the class may feel that it is overkill. A careful balance must be maintained.
- Set up the tables and chairs in the training room that will be most conducive to learning. We suggest setting the tables in a U-shape with the VCR and monitor up front and to one side with the overhead project in the middle. Ensure that the VCR, monitor and overhead projector each work before class starts.
- Develop and/or find the following materials before the class begins.

FLIPCHARTS

On a piece(s) of flipchart paper write the following:

PERFORMANCE INDICATORS

qualitative and quantitative basis by which objectives are established and performance towards reaching a goal is assessed and gauged

OVERHEADS

Develop an overhead of a performance indicator chart or graph that is used at your site. Depending on readability, you may only want to reproduce a part of the chart. This will be overhead #4.

OPTION: instead of an overhead, you could produce a handout of the chart or graph to distribute.

A Microsoft PowerPoint 4.0 file (slides.ppt) is on the disc included with this package that can be used to assist you in producing this, and any other, overhead.

HANDOUTS

A WordPerfect 6.1 file is included on disc that includes three handouts. You need to complete handout #3 by adding the list of EWP resources at your site to the name of Mike Hillman at DOE Headquarters.

Make enough copies of the handouts for every one that will be in the class.